

5 January 1998

Transportation

**AIRLIFT SUPPORT FOR USAF ACADEMY
ACTIVITIES**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes USAFAI 24-101, 23 February 1995.

Pages: 8

Distribution: F

This instruction implements AFPD 24-1, *Personnel Movement*, and references AFI 13-206, *Operational Support Airlift (OSA) Management*, by establishing procedures for requesting operational support airlift (OSA), HQ Air Mobility Command (AMC) scheduled team travel airlift, industrially-funded special assignment airlift missions (SAAM), opportune airlift, and orientation flights in support of USAF Academy activities. It applies to all USAF Academy military and civilian personnel.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is 10 U.S.C. 8013. The requester will show and upon request give the affected individual a Privacy Act Statement for each form, format, or form letter used to collect personal data, before asking for the information. System of records notice 076 AMC A, Passenger Reservation and Management System, applies.

SUMMARY OF REVISIONS

Removes all references to USAFA Form 11 and replaces it with AF Form 3908; removes reference to AMC and ACC in paragraph 2.1.; includes the new name for the scheduling activity (paragraph 2.3.); includes new validator responsibility of providing quarterly report to HQ USAFA/CC (paragraph 3.1.); elaborates on use of UV-18 (paragraph 7.).

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1. Terms Explained:

1.1. Operational Support Airlift (OSA). Airlift produced as a by-product of pilot training missions and used to transport passengers essential to accomplishing assigned missions.

1.2. Opportune Airlift. Passenger travel is considered opportune eligible when there is no required pickup or delivery date, and travel can coincide with the movement of the aircraft's established mission. Air National Guard and Air Force Reserve tactical airlift units provide opportune airlift to USAFA organizations. The activity requesting the airlift contacts the USAFA Validating Official who coordinates with a unit able to provide the desired support.

1.3. Priority. Type of mission that justifies nature of travel. (See the priority system in AFI 13-206, chapter 3.)

1.4. Space-Available (SA) Passengers. Personnel who fill surplus seats after all space-required passengers are accommodated. Only nonofficial travelers, that is, military personnel in a leave status, may use space-available air transportation.

1.5. Space-Required (SR) Passengers. All individuals, military or civilian, on official business for DoD and traveling under orders for the United States Government.

1.6. Special Assignment Airlift Missions (SAAM). SAAMs are used whenever aircraft are provided for the exclusive use of an agency to meet special requirements of pickup, delivery, classification, and off-route service.

1.7. Team Travel. Groups of nine or more passengers with a specific mission, such as IG teams, etc.

1.8. Travel Coordinator. An individual appointed by an Academy organization to process and submit airlift requests to the validating official.

1.9. Validating Official. The individual who processes requests for space-required. HQ USAFA/AHPS (Intercollegiate Support Division-Airlift) is the command airlift validator who has authority to validate all USAFA airlift missions.

2. Using Military Airlift:

2.1. Military airlift is no longer the primary mode of travel within the Continental United States (CONUS) for military personnel. Consider military airlift only if and when commercial air service will not meet mission requirements or is not available.

2.2. All AMC passenger requirements for eight or fewer passengers are handled as OSA and accommodated on C-21A or C-12 aircraft under the USAF approved priority system.

2.3. Team travel for nine or more passengers is accommodated on C-135A, C-135B, C-22, and T-43 aircraft under the scheduling control of the Joint Operational Support Airlift Center (JOSAC), USTRANSCOM..

2.4. All non-DoD civilians must request a waiver to DoD Regulation 4515.13 through HQ USAF/CVAM before traveling on military aircraft.

2.5. USAF Academy personnel must use a DD Form 2131, **Passenger Manifest**, and special orders for military flights. The individual in charge of travel turns in the DD Form 2131 and special orders to departure station Passenger Service Section not later than 1 hour before scheduled departure time.

2.6. The Academy organization responsible for a trip may establish the travel uniform as long as it is in good repair and taste, and appropriate for the occasion. (See AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and applicable Air Force Cadet Wing Instruction.).

2.7. All passengers boarding DoD passenger aircraft must surrender baggage for screening. Individuals pass through metal detecting devices at the passenger terminal before boarding. The senior official or a passenger of the group or team must certify anti-hijacking inspections on the manifest.

2.8. Request airlift on AF Form 3908, **Military Airlift (MILAIR) Request** (see instructions at attachment 1). Include a brief justification and a point of contact in each request. The point of contact must be able to coordinate last-minute changes in flight schedules with passengers and **MUST** not be a traveler.

2.9. For all helicopter landings on the Academy grounds, coordinate support through Base Operations (34th OSS/OSA), a minimum of 5 workdays in advance (exceptions are emergency search and rescue and military assistance to safety and traffic (MAST) missions).

3. Responsibilities:

3.1. The Command Airlift Validator (AHPS) is responsible for all mission validation at USAFA. The validator will forward a quarterly MilAir requirements report to the HQ USAF/CC for review and coordination. These reports coincide with the quarterly AF Guard and Reserve airlift conferences that take place in November, February, May, and August. Additionally the validator:

3.1.1. Coordinates all USAFA military airlift support requests with Joint Operational Support Airlift Center (JOSAC), Air National Guard, or Air Force Reserve as required. Receives travel requests from the travel coordinators and assigns priorities under the USAF-approved priority system.

3.1.2. Submits requests to JOSAC through the Joint Air Logistics Information System (JALIS).

3.1.3. If airlift is not available, advises the travelers in time to obtain alternate modes of transportation.

3.1.4. Uses vacant seats for official Academy travelers; any remaining seats are made available to the departure station Passenger Service Section for use by space-required or space-available passengers.

3.1.5. Submits message traffic to JOSAC requesting opportune airlift support control numbers to be used by AFRES/ANG units providing opportune airlift to USAFA activities.

3.1.6. Submits message traffic to HQ AMC TACC/XOOMS requesting SAAM missions.

3.2. Travel Coordinator. The 34th Training Wing Commander (34 TRW/CC), Dean of the Faculty (HQ USAFA/DF), Director of Athletics (HQ USAFA/AH), 10th Air Base Wing Commander (10ABW/CC) and staff agencies must designate a travel coordinator and alternate to monitor, approve, and assign internal priority to the airlift requests for their individual activity. Each organization requests airlift support through its travel coordinator at the earliest possible date consistent with the USAF-approved priority system. The travel coordinator does the following:

3.2.1. Screens all requests and validates the justification for travel. This validation indicates that travel supports official USAFA activities and that passengers may travel on DoD-owned or controlled aircraft, under DoD Regulation 4515.13.

3.2.2. Forwards requests to HQ USAFA/AHPS.

3.2.3. Advises travelers of changes in policy, flight schedules, show times, baggage limitations, etc.

3.2.4. Advises HQ USAFA/AHPS of any programmed vacant seats in excess to the official needs of the activity.

4. Requesting Opportune Airlift:

4.1. Organizations seeking opportune airlift from AFRES/ANG tactical airlift units must coordinate with the supporting unit through AHPS. Submit all pertinent mission information on AF Form 3908, including the organization, location, and contact DSN phone number.

4.2. If the supporting airlift unit requests military personnel appropriation (MPA) man-day authorizations to provide airlift for USAFA, the validator forwards the appropriate request for man-day authorization to HQ USAFA/DPX.

5. Requesting OSA/Team Travel Airlift:

5.1. Requests for OSA C-21 and C-12 travel must allow sufficient time for travelers to arrange for or cancel other means of transportation.

5.1.1. Submit priority 1 requests at any time.

5.1.2. Other requests must be submitted to JOSAC not later than 10 duty days before the day of travel.

5.1.3. The travel window indicated in block 4 of AF Form 3908 must show a minimum of the aircraft flying time plus 3 hours. Use larger windows whenever possible to improve chances for support. (See [Attachment 1](#))

5.1.4. Airlift requests are accepted for consideration after the submission cutoff times on the day the operational airlift support schedule is published. These requests receive confirmed reservations on scheduled missions that have available seats by JOSAC. However, they will not preempt requests submitted on time (within respective priority).

5.1.5. For all requests, the airlift validator assigns a unique airlift request number that the travel coordinator and the airlift validator use for tracking support, changes, etc.

5.1.6. Passengers in the grade of colonel or above or in the Senior Executive Service must show their complete organization and duty title in block 2 of AF Form 3908 and block 10 signed by USAFA/CC.

5.2. Requesting Team Travel (nine or more passengers):

5.2.1. Send requirements for team travel to the airlift validator 75 to 60 days before the operating week. AF Forms 3908 should reflect as much flexibility in travel dates as possible to afford AMC the maximum opportunity to schedule support under the USAF-approved priority system. The airlift validator assigns a unique airlift request number used for tracking support, changes, etc. Commercial transportation shall not be requested for groups of 21 or more passengers until all actions to obtain military transportation have been exhausted.

5.2.2. NET 30 days before the operating week, USTRANSCOM/J3-OJ publishes a schedule of missions operating in support of team requests that arrive not later than 37 days before the operating week. This schedule allows potential users to identify empty seats or unused capability on missions.

5.2.3. Team travel requests received by JOSAC between 37 and 30 days before the operating week are consolidated by priority and considered for unused capability on existing missions. This utilization will then appear in an updated airlift schedule that JOSAC publishes weekly until 1 week before week of travel.

5.2.4. Team requests within 30 days of the operating week may be assigned empty seats without regard to travel priority; HQ AMC fills seats in this category as requests are received (first-come, first-served basis).

5.2.5. Team travel requests may list only the leader, alternate, and total team passengers. Requests for individual travel or passenger groups of six or less must list name and grade of all passengers. Show duty title for all passengers in the grade of colonel or above, or civilians in the Senior Executive Service.

5.2.6. If the team needs to carry any cargo other than personal baggage, show the total pieces, weight, dimensions, cube, security classification, and commodity description of the cargo in blocks 4 and 5 of AF Form 3908. If any one piece of cargo exceeds total girth of 100 inches, or 72 inches in any one dimension (length, width, height), include this information in block 14 or on a separate cargo breakdown sheet attached to the AF Form 3908. Certify all hazardous cargo for air shipment (see AFJAM 24-204, *Preparing Hazardous Materials for Military Air Shipments*), and attach a copy of **Shipper's Declaration for Dangerous Goods**, to the AF Form 3908.

5.2.7. See the timetable for team travel in [Attachment 2](#)

6. Requesting Special Assignment Airlift Missions (SAAM):

6.1. Individual cadet activities, such as the Drum and Bugle Corps (34 TRG/DB), Cadet Chaplain (HQ USAFA/HCD), Cadet Honor Guard (34 TRG/CWD4), etc., provide their airlift requirements to the Intercollegiate Support Division - Airlift (HQ USAFA/AHPS) to consolidate and prioritize. Send annual forecasts to HQ USAFA/AHPS by 15 September of each year for the following requested fiscal years. (Example: Forward requests for FY 97/98 to HQ USAFA/AHPS not later than 15 September 1996.)

6.2. HQ USAFA/AHPS consolidates all annual cadet SAAM airlift requirements that support cadet training programs and other cadet activities (Operation Air Force, Airborne Training, Drum and Bugle Corps, Cadet Rifle Drill Team, Cadet Chorale, Catholic and Protestant Choirs, etc.). HQ USAFA/AHPS coordinates the annual forecast with the requesting activities to resolve priority conflicts. The Superintendent has final decision authority on any airlift requirements. The HQ USAFA/AHPS sends the approved forecast through the 34 TRW Resource Advisor (34 LS/LGPB) to the Chief of Financial Analysis (10 ABW/FMA) in time to meet suspense dates for the annual financial plan.

6.3. HQ USAFA/AH provides HQ USAFA/AHPS the forecast of funded SAAM airlift requirements for Falcon football team travel. If HQ USAFA/AH uses commercial airlift, the Athletic Director finalizes this type of support.

6.4. The Director of Public Affairs (HQ USAFA/PA), Community Relations Division (HQ USAFA/PAC), provides HQ USAFA/AHPS with airlift requirements for any requested cadet performing units to support presidential inaugurations.

6.5. HQ USAFA/AHPS forwards the approved annual SAAM airlift forecast to HQ AMC TACC each year for the following fiscal year. Individual SAAM airlift requirements must be received in time to be forwarded to HQ AMC TACC/DOOFS not later than 30 days before the desired airlift pickup date.

7. Requesting UV-18 Special Airlift Missions. Request UV-18 airlift support as far in advance as possible, but not later than 2 weeks before the requested date by memorandum through 34th Operations Group (34 OG) to 98th Flying Training Squadron (98 FTS/DO). As a minimum, show all information normally appearing on AF Form 3908, including complete justification. Upon approval, 98 FTS/CC contacts the requester to make arrangements.

8. Arranging Orientation Flights:

8.1. Request orientation flights, tours, and static displays at least 14 days in advance by memorandum to 34 OG/CC. Send requests for key non-DoD government officials, foreign nationals, Members of Congress, or other staff at least 30 days in advance. 34 OG obtains approval for flights at the appropriate level and arranges flights with the appropriate squadron.

RANDALL W. SPETMAN, Col, USAF
Director of Athletics

Attachment 1

INSTRUCTIONS FOR FILLING OUT AF FORM 3908

A1.1. Block 1: Filling out block 1b and 1b3 satisfies most airlift requirements. Any other blocks require justification on a separate sheet to clearly show why MILAIR is the only adequate mode of travel.

A1.2. Block 2: Self-explanatory

A1.3. Block 3: Self-explanatory

A1.4. Block 4: The departure station and ICAO for Colorado Springs are Peterson AFB and KCOS respectively. During Mountain Standard Time the Zulu time is local time plus 7 hours and during Daylight Savings Time it is local time plus 6 hours. For all other location ICAOs and time zones check with your validating official (AHPS).

A1.5. Block 5: The point of contact **MUST** be someone who **WILL NOT** be traveling with the group.

A1.6. Block 6: Fill in the trip title in the "Purpose of Travel" block and then thoroughly explain the trip's purpose.

A1.7. Page 2: Fill in the "Additional Remarks" block with any pertinent information, include required arrival date and time.

Attachment 2

TEAM TRAVEL SUBMISSIONS TIMETABLE

75-60 DAYS BEFORE OPERATING WEEK - Requests submitted to AHPS on AF Form 3908.

60-45 DAYS BEFORE OPERATING WEEK - Requests submitted by AHPS to AFRES/DOOM and ANG.

37 DAYS BEFORE OPERATING WEEK - AFRES/DOOM and ANG initial response on Team Travel schedule.

37-30 DAYS BEFORE OPERATING WEEK - Late requests submitted for consideration of possible support by HQ AMC TACC.

30-20 DAYS BEFORE OPERATING WEEK - Requests submitted by AHPS to JOSAC.

30-4 DAYS BEFORE OPERATING WEEK - Supported USAFA Team Travel users notified of support by

AHPS.

(Note: Explanation of "Days before operating week": If earliest requested pickup date is a Friday, the request must be submitted NLT 45 days before Monday of that week to be considered as an "on time" request by JOSAC.)